

STATE OF ALABAMA

Information Technology Standard

Standard 650-01S2: Physical Access Control

1. INTRODUCTION:

It is State policy that “all computer systems, network equipment, and data shall be properly secured to prevent unauthorized physical access and properly safeguarded to protect from loss.” This is accomplished, in part, by the use of network controlled and monitored physical access points. Access into many buildings, offices, and parking areas on the Capitol complex is controlled by a centrally administered access management system.

2. OBJECTIVE:

Define the requirements and responsibilities for access card issuance and use.

3. SCOPE:

These requirements apply to all employees and contractors who are issued an access card, to all access card coordinators, and to the heads of agencies utilizing the access card system.

4. REQUIREMENTS:

4.1 GENERAL

Access cards are issued to State employees and contractors requiring after-hours access, access to facilities that are locked 24/7, or access to certain gated parking areas. Personnel not requiring an access card for access will instead be issued a photo ID card.

Access cards and ID cards are State property and are subject to the rules of use as determined by the issuing authority, as stated in this document, and any additional agency requirements.

Personnel requiring an access card or ID card shall complete a "Request for Access Card Authorization Form" and obtain agency Director or Access Card Coordinator authorization. The form must be completed before an access card or ID card will be issued.

Access cards and ID cards issued by the Department of Finance require a current photo. Photos shall be taken at the Capitol Complex Access Management Office.

Access cards are individually assigned and are authorized for use by the card holder only. Access cards are not transferable and until returned are the responsibility of the person to whom issued. If a card holder lends their card to another individual, access card privileges may be suspended or revoked.

4.2 RESPONSIBILITIES

4.2.1 Agency Head

Each agency within the Capitol complex that utilizes the Department of Finance Access Management System shall appoint an Access Card Coordinator.

4.2.2 Access Management System Administrator

- Issue access cards used with the access management system
- Program access management system parameters
- Coordinate billing information
- Respond to requests for access assistance

4.2.3 Access Card Coordinator

The Access Card Coordinator shall serve as the contact person for their agency for the issuance of access cards and is responsible for authorizing access, revoking privileges when necessary, collecting access card from departing card holders, and returning access cards to the Capitol Complex Access Management Office (Folsom Building; Suite 250C). NOTE: Agencies will continue to be billed as applicable until access cards are turned in.

4.2.4 Card Holder

Notify the Access Card Coordinator of any change in access requirements.

Turn in access cards and ID cards to the agency Access Card Coordinator if the card fails to work properly, if it becomes damaged (cracked or broken), or upon departure (inter-agency transfer, retirement, resignation, termination, loss of parking space, end of contract, etc.).

Maintain accountability for the access card at all times; protect from loss, theft, or damage. If an access card or ID card is lost, notify the agency Access Card Coordinator immediately, or after-hours notify the Access Management System Administrator at 242-0915.

Card holders shall be responsible for paying a \$10.00 access card replacement fee.

5. ADDITIONAL INFORMATION:

5.1 POLICY

Information Technology Policy 650-01: Physical Security
http://isd.alabama.gov/policy/Policy_650-01_Physical_Security.pdf

5.2 RELATED DOCUMENTS

Information Technology Dictionary
http://isd.alabama.gov/policy/IT_Dictionary.pdf

Information Technology Standard 650-01S1: Physical Security
http://isd.alabama.gov/policy/Standard_650-01S1_Physical_Security.pdf

Signed by Art Bess, Assistant Director

6. DOCUMENT HISTORY:

Version	Release Date	Comments
Original	1/15/2008	Replaces Standard 650-01S2: Access Management